



STATE OF INDIANA  
ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street  
IGCS Room E114  
Indianapolis, IN 46204  
Telephone 317 / 232-2430  
Fax 317 / 233-6114  
[www.IN.gov/atc](http://www.IN.gov/atc)

To: Downtown Indianapolis alcohol beverage retail permit holders  
From: Alex D. Huskey, Chairman, Indiana Alcohol and Tobacco Commission  
Matt Strittmatter, Superintendent, Indiana State Excise Police  
Date: August 11, 2011

**Process for extending floor plan during Super Bowl XLVI**

This document is provided by the Indiana Alcohol and Tobacco Commission ("ATC") and the Indiana State Excise Police (ISEP). This information is only intended for **downtown Indianapolis restaurant operators** and other **downtown Indianapolis alcoholic beverage permit holders**.

This document sets forth the process to gain approval for extending the permit floor plan during the **10 days of Super Bowl XLVI-related activities** ("the Super Bowl period"). The Super Bowl period covers January 27, 2012 through the early morning hours of February 6, 2012. The scope of eligible permit holders is restricted to those permit holders in the area of downtown Indianapolis known as the **Downtown Civic Sponsored Special Event Zone** ("Downtown Zone") as defined by the City of Indianapolis under authority of the Indianapolis City Code.

ISEP will only approve extended floor plans for the Super Bowl period in the Downtown Zone. Permit holders seeking an extended floor plan should use the process described below.

**Special Note**

If you are thinking of doing work that may require a permit or license issued by the City of Indianapolis, be sure to contact the Department of Code Enforcement at (317) 327-8700 or [www.indy.gov/dce](http://www.indy.gov/dce). Depending on the size, scope and location of your project, you may require other approvals from such agencies as the Indianapolis Historic Preservation Commission, Marion County Public Health Department and Department of Metropolitan Development.

**Initial Inspection**

Permit holders in the Downtown Zone wishing to extend their floor plan must request an initial inspection of the extended floor plan. An ISEP officer will come to the permit premises to evaluate plans for the extended floor plan.

- The permit holder must have final floor plan drawings present at the initial inspection.
- An officer may approve or disapprove with suggestions at the initial inspection.
- If given approval, the permit holder may begin plans to execute the extended floor plan and may submit to the officer the approved drawing for final inspection.
- If disapproved and given recommendations, the permit holder may re-request an initial inspection after making necessary changes so long as the request is timely made.



Permit holders should contact ISEP District 6 to schedule an initial inspection. The initial inspection may be requested any time between the date of this memorandum and **December 22, 2011**. Initial inspections shall be conducted on the first and third Thursday of each month (excluding Thanksgiving.) No initial inspections may be requested after **December 22, 2011**.

### **Final extended floor plan submission**

Permit holders that are given approval at the initial inspection must submit a drawing of the floor plan to the ATC. The ATC will place the extended floor plan into the permit holder's file. The extended floor plan will be marked to be only valid from 7:00 a.m. on January 27, 2012 and set to expire at 3:00 a.m. on February 6, 2012. The ATC will forward the final extended floor plan drawing to ISEP officers to schedule final inspection.

If the approved final extended floor plan is not given to the officer at the completion of the initial inspection, then it must be submitted to the ATC no later than **January 6, 2012**.

### **Final inspection**

Permit holders that timely request an initial inspection and timely file an approved final extended floor plan shall expect an officer to come for a **final inspection** in the days leading up to Super Bowl Week, including January 27, 2012. Permit holders should expect to **provide proof** that their extended floor plan has also been **allowed** by the City of Indianapolis and/or the Indianapolis Host Committee of Super Bowl XLVI. Should any permit holder substantially **deviate** from the approved final extended floor plan, or should any permit holder fail to secure the **proper city permit**, the ISEP may rescind the approval and make recommendations for the permit holder to gain approval. If approval is rescinded, the permit holder **may not** use the extended floor plan until approval is restored.

### **General Questions Contact:**

Indiana State Excise Police, District 6

317-541-4100

[dist6@atc.in.gov](mailto:dist6@atc.in.gov)